

MD-DE-DC District Checklist for Authors and Section Chiefs

Requested Information for REPORT-PLANNING MEETINGS

1. _____ Proposed outline for report
2. _____ List of all proposed figures, tables, and appendixes if applicable
3. _____ Type of report product (as requested by Cooperator) and intended audience
4. _____ Rough mock-ups of any figures and maps (with study area defined) and tables
5. _____ Draft "Abstract" and "Purpose and Scope" sections of the report (recommended)
6. _____ Proposed timeframe and schedule for reviews and production of report, including final due date to Cooperator
7. _____ Author's software to be used in report preparation (to ensure compatibility with Pubs software for camera-ready layout)
8. _____ Proposed Colleague Reviewers for report
9. _____ Original cost estimates for product from Report Cost Menu (to ensure costs do not exceed budget)

Short title: _____

Author(s): _____

Supervisor: _____

Date of Meeting: _____